

City of San Marcos**SIGN VARIANCE OR APPEAL APPLICATION**

	<u>APPLICANT</u>	<u>PROPERTY OWNER</u>
Name	_____	_____
Mailing Address	_____	_____
	_____	_____
Daytime Phone	_____	_____

PROPERTY DESCRIPTION:

Street _____ Address No. _____

Legal Description (if platted) _____

Acres _____ Zoning Classification _____

 Located In ☐ City Limits ☐ ETJ (County _____) ☐ Historic District
Existing Use of Land and Building(s)
_____**Type of Sign for Which Variance or Appeal is Requested**☐ On Premise Attached☐ On Premise Freestanding☐ Off Premise☐ Portable

APPLICATION FOR CITY OF SAN MARCOS SIGN VARIANCE OR APPEAL

REQUESTED SIGN VARIANCE OR APPEAL:

Variance to, or Appeal of determination about, Section _____ of the Sign Ordinance which requires or is interpreted to require...

Description of proposed variation from current ordinance standard, or interpretation that differs from the administrator's determination

SUBMITTAL REQUIREMENTS:

\$75 Application Fee, payable to the City of San Marcos

Answer the 4 questions on the following page, as evidence that this request complies with the conditions required for approval of a sign variance or appeal (extra pages and supplemental illustrations or photographs may be used if needed or desired).

Site Plan or Drawing, preferably submitted on paper no larger than 11" x 17", **drawn to scale** and showing location of site with respect to streets and adjacent properties, location and dimensions of all existing buildings, parking areas, and signs, location of the proposed sign, dimensions of the face and structure of the proposed sign, and any other applicable information.

I certify the information provided is complete and accurate. If I am not the property owner of record, or if the applicant is an organization or business entity, I hereby affirm that I have been authorized to represent the owner, organization, or business in this application. It is understood that I should be represented at all meetings concerning this application.

Signature: _____

Date: _____

Printed Name: _____

To be completed by Staff:

Meeting Date: _____

Application Deadline: _____

Accepted By: _____

Date: _____

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- 1. What special circumstances or conditions apply to the land, buildings, topography, vegetation, sign structures, or other features on adjacent lots or within the adjacent street right-of-way? If the ordinance was enforced without granting this variance, how would it affect the proposed use of the sign?**

- 2. Are the special circumstances or conditions explained in #1 unique to the particular business or enterprise to which the sign is intended to draw attention, or do they apply generally to all such businesses?**

- 3. If the request is for a variance to a sign standard, is it the minimum amount necessary to meet the needs of the applicant or property owner?**

- 4. If the request is for a variance to a sign standard, what affect would it have on persons residing or working in the vicinity of the proposed sign, on adjacent property or the neighborhood, or on the public welfare in general?**
